



CAREER OPPORTUNITY

U.S. DEPARTMENT OF TRANSPORTATION FEDERAL RAILROAD ADMINISTRATION (FRA)

ANNOUNCEMENT NUMBER: FRA-04-76T
POSITION TITLE: Supervisory Railroad Safety Specialist
(Operating Practices), GS-2121-13
GS-13: \$72,146 to \$93,791 per annum
Full Performance Level: GS-13
Note: This position has special job requirements.
See page 3.

POSITION LOCATION: Federal Railroad Administration
Office of Safety
Northwestern Region
Vancouver, Washington

AREA OF CONSIDERATION: FRA Wide (FRA status candidates and FRA candidates eligible for special appointing authorities. Candidates eligible for consideration under the Career Transition Assistance also may apply.)

OPENING DATE: 11-24-04

CLOSING DATE: 12-15-04

NUMBER AND TYPE OF One Full-Time Permanent Position

Due to U.S. mail delays, it is recommended that applicants fax, use a professional delivery service (i.e., FedEx, UPS, etc.), email, or personally deliver applications to ensure timely receipt.

DOT is an Equal Opportunity Employer

All qualified applicants will be considered regardless of political affiliation, race, color, religion, national origin, sex, sexual orientation, marital status, age, disability, or other non-merit factors. DOT provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify us. Decisions on granting reasonable accommodation will be made on a case-by-case basis.

Why Work For Us? Transportation impacts every facet of American life, providing people access to work, school, loved ones, and nature's rich bounty. The U.S. Department of Transportation is committed to transportation excellence and strives to create the best possible integrated air, land, and sea transportation system for America. As a DOT employee, you will become a part of the dedicated workforce who work day-to-day to make measurable improvements in our transportation system, the security of our nation, and the quality of American life.

The Federal Railroad Administration, an Operating Administration under the Department of Transportation, was created to promote and enforce safety throughout the U.S. railroad system, rehabilitate the Northeast Corridor rail passenger services, consolidate Federal support for rail transportation, and support research and development for rail transportation for passengers, railroad employees and the general public.

Summary Of The Essential Job Functions: As the Supervisory Railroad Safety Specialist (Operating Practices), you will be required to:

- Supervise approximately 7-14 Railroad Safety Inspectors.
- Perform the full range of personnel management responsibilities such as: plan and assign work to employees; review and evaluate the technical work of employees; identify inspector training and development; interview and select candidates for vacancies; develop performance plan targets and evaluate and rate employee performance; further the agency's equal employment opportunity and workforce diversity goals, etc.
- Serve as the Region's expert on operating practices, safety matters, hours of service and accident/incident reporting.
- Conduct technical reviews of field operating practices and provide guidance and advice to Operating Practices Inspectors in the region.
- Provide uniform interpretation and application of laws, rules, orders and regulations pertaining to operating practices, hours of service, accident/incident reporting and railroad occupational safety and health.
- Conduct special assignments, investigations and inspections of an unusual or complex nature or assist the Inspectors in the accomplishment of such assignments.
- Represent the agency on committees to standardize enforcement policies in all modes of transportation.
- Compose operating practices correspondence.
- Maintain close contact with the highest levels of railroad management, railroad employees, and labor organizations to insure compliance with laws and regulations.

What Are The Minimum Qualifications For This Position?

You must have at least one year of specialized experience in or directly related to the essential job functions described above. For Federal employees this experience must have been at the next lower grade level. If you want us to consider experience you obtained outside the Federal Government, it must have been at that same level of complexity. The specialized experience must demonstrate:

- Broad knowledge of the railroad industry including economic and operating considerations and equipment.
- Knowledge of the general safety and health principles and practices applicable to the railroad industry.
- Knowledge of railroad accident investigation techniques.
- Skill in written and oral communication.
- Knowledge of railroad operating practices, rules and procedures, especially as they relate to safety issues.
- Knowledge of regulations and standards relating to railroad operations and requirements in such areas as hours of service, accident reporting, blue signal protection of workers, rear end markers, radio communications, railroad employee qualifications and railroad employee testing.

What Are The Required Knowledge, Skills And Abilities For This Job?

- Expert knowledge of railroad operating practices, rules, and procedures in order to disseminate information and ensure uniform application of rules and regulations.
- Ability to plan and manage a regional program related to operating practices.
- Skill in the preparation of technical reports, narratives and correspondence.
- Ability to lead and conduct special investigations and inspections.
- Ability to effectively deal with the railroad industry, labor unions, the general public and state and local governments on matters relating to operating practices.
- Ability to evaluate the safety of the latest changes in railroad operating practices, or of proposed changes or deviations from existing regulations covering railroad operations.
- Ability to supervise/manage a staff.

What Are The Desired Knowledge, Skills And Abilities For This Job?

- Ability to lead a diverse workforce including: creating a culture that fosters high standards of ethics; developing strategies to maximize employee potential; developing performance plans and monitoring performance; resolving conflicts; fostering workforce diversity on the staff; and recognizing staff contributions.

Other Special Job Requirements

- If selected, you will be required to possess a valid State drivers license at all times while employed by the FRA in order to perform the duties of the position.
- If selected, you will be required to serve a one-year probationary period for newly appointed supervisors, unless you previously have completed a supervisory or managerial probationary period. Satisfactory completion of the supervisory probationary period is a prerequisite to continuation in the position.

- If selected, you must pass a Drug Test prior to appointment unless you are presently employed in a DOT position that requires drug testing. You also will be subject to random drug testing while employed in this safety-sensitive position.
- The position requires extensive travel.

How Will The Qualified Applicants Be Further Evaluated And Rated To Identify The Best Qualified?

If you are basically qualified for this job, you will be further evaluated on the quality and extent of your total accomplishments, experience and education related to the knowledge, skills and abilities listed above. We also may consider your performance appraisal, awards, and relevant training. Your ranking will measure the degree to which your background matches the demands of this position.

What Employee Benefits Do We Provide? The Federal Government offers excellent benefits, flexible work schedules and family-friendly programs. You will receive paid annual leave and sick leave. This is a permanent position and you will be eligible for retirement, health insurance, life insurance and Long Term Care insurance. A brief summary of the Federal benefits for permanent employees can be found at www.usajobs.opm.gov/EI61.htm.

Before You Go Any Further, Here Are Some Other Things You Need to Know

- United States citizenship is required. (Proof of citizenship will be required to be shown upon appointment.)
- You must meet the qualification requirements and the time-in-grade requirements by the closing date of the announcement.
- If an FRA employee is selected, travel and transportation expenses will be paid if the selection results in a promotion OR for a geographical reassignment if the FRA selectee occupies a position that has significantly different duties from that of this position vacancy. If a candidate outside FRA is selected, travel and transportation expenses will not be paid.
- The FRA has determined that seniority rights, leaves of absence, and reemployment rights generally constitute an actual or an appearance of a conflict of interest. New employees may be required to divest themselves of such rights immediately upon hire if these rights are determined to constitute an actual or appearance of a conflict of interest. If new employees are permitted to retain such rights, which is generally the case for Railroad Safety positions, the rights must be divested at the end of the one year probationary period. No waivers of this requirement will be granted.
- If selected, you will be subject to the Standards of Ethical Conduct applicable to all DOT employees.
- FRA employees are prohibited from owning railroad stock, except, under certain circumstances, as part of a diversified mutual fund.

How To Apply For This Position

- You must submit your current SF-171 (Application for Federal Employment), Resume, or an OF-612 (Optional Application for Federal Employment). You may choose which

form to submit provided it contains all required information. Required information is listed in the section below labeled “Here’s What Your Application Must Contain.”

- For maximum consideration, tell us how you meet the "Knowledge, Skills and Abilities (KSAs)" for this position. The KSAs for this position are found above.
- You must submit a complete performance appraisal. It must be current – meaning it was issued to you within the past year – and it must be official – meaning it appraises your performance over a normal rating cycle in your present job and has been signed by your supervisor. If you are unable to submit your current performance appraisal, please tell us why. You also should submit a copy of your latest SF-50 "Notification of Personnel Action" that reflects career or career-conditional tenure.
- To be considered for selection priority under the Career Transition Assistance Program (CTAP), you must submit appropriate certification that you are eligible. You also must meet the job’s minimum qualifications and rate at least Highly Qualified on the crediting plan for each knowledge, skill and ability requirement that is listed in this announcement.
- You must submit a complete application package for each type of consideration you are eligible and wish to be considered. You also must submit appropriate proof of your eligibility as a status candidate and as a candidate eligible for a special appointment authority, including your eligibility for veteran preference.

Where To Send Your Application

- You may **mail or deliver** your application to the Federal Railroad Administration, Office of Human Resources, 1120 Vermont Avenue, NW., 6th Floor, Washington, DC 20590.
- If you are faxing your application, please limit the application to **a maximum of 20 pages** and include a cover sheet. Our fax number is 202/493-6169. We will not accept applications faxed from a Federal Government fax machine. Applications also may be emailed to teresa.overmier@fra.dot.gov.
- ALL applications must be in our office or postmarked by the closing date of the announcement.
- Applications mailed in a Government envelope will not be accepted.

Questions?

Call Teresa Overmier at 202/493-6116 or TDD 202/493-6487 or 6488, or email at teresa.overmier@fra.dot.gov . Please reference the announcement number so we can help you more efficiently.

Para mas informacion en espanol sobre este anuncio de vacante o cualquier otra information sobre empleo en las Federal Railroad Administration (FRA), por favor llame a Francisco Gonzalez 202/493-6076. La FRA es un empleador con igualdad de oportunidad en el empleo, y que por medio de programas de accion afirmativa mantiene un ambiente multicultural. Todos los que soliciten recibiran igual consideracion, sin ninguna excepcion, por raza, color, religion, sexo, origin nacional, politica, impedimento fisico o edad.

ALTERNATIVE FORMATS: If you need a copy of this announcement in an alternative format to accommodate a disability, please contact Marcella Mullins at marcie.mullins@fra.dot.gov, on 202/493-6114 or at the TDD number 202/493-6487 or 6488.

REASONABLE ACCOMMODATION: If you are requesting reasonable accommodation in connection with applying for this vacancy, please contact Marcella Mullins as listed above.

HERE'S WHAT YOUR APPLICATION MUST CONTAIN

JOB INFORMATION

- Announcement number and title of the position

PERSONAL INFORMATION

- Full name
- Mailing address (with Zip Code)
- Social Security Number
- Country of citizenship (Most Federal jobs require United States citizenship)
- Veterans' preference
(Proof Required – Attach DD 214)
- Federal employees & Reinstatement eligibles (**Attach SF-50**)
- Highest Federal civilian grade held

EDUCATION

- High School name, city, state, and date of diploma or GED
- College/University names, city, and state
- Major(s)
- Type and year of degree(s) received

WORK EXPERIENCE

(paid and unpaid)

- Job Title
- Duties and accomplishments
- Employer's name and address (indicate if we may contact your current supervisor)
- Supervisor's name and telephone number
- Starting and ending dates (month and year)
- Hours per week
- Salary and/or Grade (GS-or equivalent)

OTHER QUALIFICATIONS

- Job-related training courses (title and year)
- Job-related skills (e.g., foreign languages, computer software/hardware, etc.)
- Job-related certificates and licenses (current only)
- Job-related honors, awards, and special accomplishments (e.g., memberships in professional or honor societies, leadership activities, public speaking, performance awards and publications) (give dates)

Privacy Act Requirements: The forms referenced in this announcement are used to determine applicants' qualifications for the position and are authorized under 5 U.S.C. 3302 and 3361.